

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 July 1957

FROM : Chief, Administrative Training

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SUBJECT: Weekly Report No. 27, 25 June - 2 July 1957

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1. [] discussed with [] Deputy Chief, WH, the possibility of reviewing some of their retired case files for use in Operations Support. [] subsequently phoned to advise that they had located several files which may be of interest. These have been loaned to us and are now under study.

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2. [] have been attending lectures in the Clandestine Services Review to obtain background information for the lectures on DD/P organization, Project procedures and tradecraft given in Administrative Procedures and Operations Support.

3. [] reports that the Supply Handbook for Field case officers is being reviewed by the Planning Staff, Office of Logistics. Logistics has stated that they cannot, at this time, issue this as a Regulation or Logistics Field Handbook, but they are willing to have OTR issue it as a Training Manual. They will edit the document and approve it for issue as a TRM.

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4. New lecture outlines have been requested from guest speakers covering the following subjects: []

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5. [] led a seminar in Personnel Tools of Control with the Director of Personnel participating.

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6. [] of FE Division is receiving briefing this week on subjects given in the last week of Administrative Procedures (Foreign Travel, Payments to Overseas Personnel, Project Procedures, Field Property Records, Field Uniform Record Procedures, Cash Records and Allotment Controls and Shipment of Car and Household Effects) which he missed because of a leg infection. [] is leaving for his post overseas the end of July so would be unable to pick up this last week of instruction during the next running of Administrative Procedures. He will not be tested on the subjects included in these briefings, since time does not permit the usual practice problems, etc.

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Page two - Weekly Report, No. 27

7. [] reported to this office on 1 July.
Presently she is being briefed on the subjects of instruction she will
take over from [] will take Operations Support
scheduled to begin 29 July before she takes on her duties in Administrative
Training.

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8. [] is on two weeks annual leave.

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9. [] returned to the office on 1 July. He has been
away from the office for a week because of the illness of his wife.

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